



The Communicator

An interagency newsletter for Greater Boston Federal employees

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A Note from the Chair: Diane P. LeBlanc



Summer is here and I hope that you enjoy your much-needed vacations. During the next two months, the GBFEB will be gearing up for the next program year. This includes updating our directories and mailing lists,

as well as re-forming our committees, recruiting new committee members and reviewing our program strategies. Many new things have surfaced as important issues to the Federal community at large, including the Federal Employee Health Benefits program and trends in healthcare and the local homeland security effort. We will continue to articulate our role in these issues and to educate the Federal community.

The GBFEB has recently undertaken an exciting new project in line with the "Call to Serve" initiative launched by the non-profit *Partnership for Public Service* earlier this year. Statistics indicate that more than 50% of the Federal workforce is eligible to retire in the next 5 years. Even if only half actually retires, as a government, we will be challenged to prevent a serious workforce crisis. This project's goal is to develop a local strategy for reaching out to high school and college students across Massachusetts to promote public service as a career. Our plans include development of a local brochure outlining how to apply for a Federal job, frequently asked questions about Federal employment, benefits, etc. Mr. Steve Young, a detailee from the US Customs Service to the GBFEB through mid-August, is spearheading this project. Steve also plans to develop a PowerPoint presentation and speech providing similar information for use by employees of all levels. Steve

can be reached at 617/565-5484. He encourages your ideas and comments.

As stated by U.S. Office of Personnel Management Director Kay Coles James last year, we believe that the statistics create a real "human capital opportunity" for the Federal government to actively recruit and hire a more diverse workforce. This includes reaching out to more Hispanic-Americans and individuals with disabilities as directed by the White House. Stay tuned for details as this project develops.

Executive Director Kim Ainsworth and I will be attending the national Federal Executive Board Conference hosted by the U.S. Office of Personnel Management later this month. We will highlight our successes from the past year with our counterparts from across the country and learn from their experiences. We will hear about the latest national priorities, including a briefing on the President's Management Agenda and the proposal for the new Department of Homeland Security. We will bring back the most up-to-date information and keep you informed.

Lastly, as Chair, I would like to reiterate that the GBFEB *works for you*. I'd like to encourage you to contact us should you have any new ideas or feedback. With the support of many of you and top agency leaders, the FEB has once again flourished remarkably during 2001/2002. Thank you for your continued interest and support. We are YOUR FEB and want to ensure that we are working for you!

WELCOME

RADM *George Naccara* (retired,) former First US Coast Guard District Commander, was named Federal Security Director at Logan Airport in May.

Richard Zaiger was recently named Regional Director of the Federal Labor Relations Authority

Dorchester Student Receives Peter Manning Award

by Diane Wells, Volpe National Transportation
Systems Center

On May 30, 2002, Maritza Colon, a student in the Academy of Public Service at Dorchester High School, received the first Dr. Peter A. Manning Public Service Award. Presented by Volpe Center employee Judy Yahoodik (one of Peter's closest friends,) the award was given to Maritza in recognition of "outstanding scholarship and dedication to public service."

Peter Manning came to Volpe in 1996 and worked there until he died suddenly after a short illness in February 2001. A senior policy analyst, Peter often worked on issues related to the concepts of learning and international development. In addition, Peter taught both overseas at the Estonian Business School, the University of Szeged in Hungary, and the Graduate School of Business in Universiti Utara, Malaysia, and domestically at Florida Gulf Coast University.

Peter became involved in the development and growth of special education programs in the Boston Schools through the Greater Boston Federal Executive Board's mentoring program when he served as Executive Director. After he left that post, he continued his participation as a volunteer in the Boston School System.

Nine years ago, Peter helped to establish the Academy of Public Service at Dorchester High School. The Academy is a three-year school-based program for motivated Dorchester High School students that introduces participants to public and community service careers and provides opportunities for personal and academic achievement. Students in the

academy take three special classes per semester in preparation for higher education and future careers in Federal, state, or local government, or community service agencies.

Along with the plaque, Maritza received a \$100 savings bond from the Volpe Center. In addition, Pam Trefler of the Trefler Foundation contributed \$1,000 towards a scholarship dedicated in Peter's name that will help Maritza with her future endeavors. In the fall, Maritza plans to attend Lasell College in Newton where she will enroll in the Legal Studies/Pre-law program.

When asked what he remembered most about Peter Manning, Paul Casilli, lead teacher for the Academy of Public Service, said that Peter had incredible energy and enthusiasm for everything. He recalled that as a member of the Academy's board, Peter had a knack for organization. He remembered one instance where Peter sat through a long meeting and by the end had an action plan put together with a complete list of individual tasks. Paul also recalled how Peter, with the help of two Dorchester High School Science teachers, set up a corner garden at the school. That corner garden is still a part of the school grounds today and serves as an example of "community involvement" for students, teachers, and all others affiliated with Dorchester High School.



TSP OPEN SEASON DATES TO CHANGE

The ongoing Thrift Savings Plan open season, which started May 15 and ends July 31, will be the last under the cycle the TSP has used since its inception more than a decade ago. Instead of the next open season occurring November 15 and running through next January 31, the fall open seasons beginning with the upcoming one will run October 15-December 31. The spring open seasons will start April 15, 2003 and end June 30. During open season employees may change the levels of their investments and those not participating in the program may join.

CELEBRATE MED WEEK

The Annual New England *Minority Enterprise Development Celebration* will be held on Monday, September 9th, 2002 at Anthony's Pier Four in Boston, MA. The event will include a national briefing, an awards luncheon and a trade show

For more information, contact the U. S. Department of Commerce MBDA: (617) 565-6850 or rkschwartz@mbda.gov

FEDERAL EMPLOYEE BLOOD DRIVE

The next Federal employee Blood Drive is scheduled for Tuesday, July 16, 8:30 - 2:00pm. The Massachusetts General Hospital Blood Mobile will be **BEHIND** the O'Neill Federal Building.

The American Red Cross recently announced a critical shortage of blood and blood products, particularly in New England. This will create a serious problem for area hospitals this summer season as traumas, critically ill patients and elective surgeries are on the rise. Appointments are strongly encouraged. Contact Shirley Furr at 617/565-8342 or email shirley.furr@gsa.gov.

For more information on blood donation or to find alternative sites, visit www.redcross.org,

Long-Term Care Insurance Open Season Begins Monday, July 1

The Open Season for the new Federal Long-Term Care insurance program begins *Monday, July 1* and will run through *December 31, 2002*. Long-term care insurance provides coverage for the current spouse, adult children, parents, parent(s)-in-law and stepparents of Federal employees. It also provides coverage to a surviving spouse currently receiving a survivor annuity. Information on the Long-Term Care Program and the upcoming open season may be obtained by going to www.LTCFEDS.com or calling 1-800-582-3337

LONG TERM CARE BROADCAST

The Greater Boston Federal Executive Board will host the third in a series of satellite broadcasts on "Federal Long Term Care Insurance" sponsored by the US Office of Personnel Management on **Wednesday, July 17, 2002 from 12:30 p.m. - 1:30p.m. in the O'Neill Federal Building Auditorium**. Federal Human Resources officers and others involved in the long-term care initiative are encouraged to attend. The session is open to all interested Federal employees.

More Long Term Care NEWS

The Greater Boston Federal Executive Board, in cooperation with LTC Partners, the John Hancock Subsidiary and contractor charged with implementing the Long Term Care Program, will be hosting a series of educational forums on Thursday, August 29. LTC Account representatives will provide a short briefing and be on hand for questions and answers. More complete details will be available in the next few weeks.

This is the second in a series of articles that the Federal Executive Board will publish regarding special offers by local hotels. This should not be construed as exclusive endorsement.

The Radisson Hotel Downtown Boston

The Radisson Hotel is located on Stuart Street in downtown Boston. Included in guestrooms are computer data port, voice mail, private balcony and much more. The Radisson offers complimentary full American breakfast to all Government employees traveling under the Government Per Diem. Enjoy a complimentary workout in their fitness center and then relax at their indoor pool. There is a parking garage on property and they are located steps from the MBTA. The Radisson Hotel has many rewards to offer to Government travelers through the Gold Rewards Program.

The Gold Rewards program provides travelers Points that may be redeemed for free nights, merchandise, miles, and more. For more information on Gold Rewards visit www.Radisson.com.

FEDERAL PREMIER LODGING PROGRAM NEWS

Contracts are now available in 9 cities (including Denver, New York City and Memphis) and plans are underway for expansion to 75 major markets nationwide, including Boston. Visit www.gsa.gov/fplp for a complete list of contracted properties.

The Boston solicitation has been closed and the bids are being reviewed. It is estimated that contracts will be in place for October 2002.

National Travel Forum 2002

Executive Director Kim Ainsworth was a featured speaker at GSA's National Travel and Transportation Forum held during the week of June 20 at Nashville's Gaylord Opryland Resort and Convention Center. She provided the Federal perspective in a panel discussion entitled "How is FPLP Working" and provided a comprehensive review of the program to date. The GBFEB worked actively with GSA on the implementation of the very first FPLP in Boston in 1999.

More than 1,300 Federal travel managers and 150 exhibitors were in attendance. The FPLP properties were prominently featured in the Opryland Exhibit Hall and three workshops addressed the FPLP program.

GSA Issues New Federal Travel Regulation FTR 26

Purpose: This bulletin notifies Federal agencies of the creation of the eTravel initiative, a government-wide, web-based, end-to-end travel management system. It is GSA's intent to require agency use of this system.

Etravel Objective: To automate and consolidate the Federal government's travel process through a self-service, web-based environment. Offering end to end travel services from planning, authorization, and reservation, through claims and voucher reconciliation. Etravel will eliminate the need for hardcopy travel documentation. It will reengineer the entire travel process to realize significant cost savings, to improve employee productivity and to provide a unified, simplified official travel process. The Etravel system will be available by the end of 2003.

Point of Contact: Tim Burke, Director, GSA Travel Management Policy, (703) 872-8611.

GBFEB Hosts sixth annual Diversity Training Conference



GBFEB Chair Diane LeBlanc and Diversity Committee member Malcolm Callison present the GBFEB Diversity Performance Award to Social Security Administration's Alda Dufault

More than 200 Federal employees attended the sixth annual Diversity Day at the Volpe National Transportation Systems Center on June 19. The full day training program included a series of workshops designed to educate employees about the latest Diversity issues in the workplace, a thought-provoking performance by the National Theatre Workshop for the Handicapped and the presentation of the Diversity Performance Awards. The Awards were presented to a manager, non-manager and a team who have consistently and significantly contributed to the furtherance of diversity in the Federal workplace. Thank you to Chair Carol Stender-Larkin from the IRS Andover Service Center, and the entire committee for their hard work and coordination of the program.

Your feedback on this event is invited. Please contact the GBFEB with comments and suggestions so that we may ensure that we are meeting your expectations effectively.

The GBFEB Diversity Committee will continue to meet throughout the summer. The committee plans to host an educational session with the Hispanic-American Chamber of Commerce in the fall as well as address ongoing topics of interest. Contact the GBFEB for more information.

Excessing Government Property

Most agencies don't do it that often and when it comes time to get rid of a

desk with no legs or the filing cabinets from 1974 the steps to follow are vague. Those responsible for excessing the material are sometimes confused and unsure of what to do. Unfortunately, Federal Building managers are often finding materials dumped in the corridors, elevator lobbies and garages. In order to stop this from happening, GSA offers the following information as a refresher on how government property is supposed to be excessed.

Property that is deemed excess to the needs of an agency, should be reported to GSA, Personal Property Services on a SF-120 (Report of Excess Personal Property) or through the Federal Electronic Disposal System (FEDS). Once GSA receives this document, it is input into the property system for a 21 day Utilization and Donation screening period with Federal Agencies having priority. If the property survives this cycle, it is then forwarded to the Sales Branch of Personal Property. During this entire time period, it is the responsibility of the reporting agency to store this property until it is finally sold or returned to the agency for local disposition. If it gets to that point, the agency is responsible for the costs of disposing of the material.

Please note: Computer monitors, TV screens and refrigerators are considered Hazardous Waste and cannot be thrown away with the building trash.

If you have any questions regarding this process, please contact the GSA Federal Supply Service: Nick Moccia @ 617-565-7324, Anne Camelio @ 617-565-7328 or Bill Allen of @ (617) 565-7319.

FirstGov Named One of Top 50
Web Sites by Yahoo



The July 2002 edition of *Yahoo Internet Life* identified FirstGov as one of the 50 Most Incredibly Useful Sites. The magazine said, "They're the government, and they're here to help...really. The most surprising addition to this year's list of useful sites is FirstGov. Pardon our amazement at the fact that it's become this easy to get government forms and information in a single site. It's now a cinch to get passport applications, birth and marriage certificates, change of address forms, and online tax payment info, right from the home page. It's about time, Uncle Sam."

Check out the US Government's official web portal at www.firstgov.gov



REMINDER

The price of mailing a First-Class Mail letter increased 3 cents on June 30, 2002, from 34 to 37 cents - about 45 cents a month for the average household. "

New 37-cent First-Class Mail stamps are available now. A new

3-cent "Star" stamp is also available, to add to 34-cent stamps customers may still have on hand

Donates 60 Percent Of His Liver To Employee
(adapted from www.thebostonchannel.com)

BOSTON -- A supervisor might give an employee a day off or a pay raise -- but what about a second chance to live? That's what Bill Boivin has done. Boivin risked his own life to help his co-worker, and now both men are working toward a full recovery. Fifteen years ago, Boivin gave Frank Escobedo a job. In June, he gave him another chance to live.

Boivin and Escobedo worked together at the FDA in Winchester, Mass., -- Boivin as a physicist, and Escobedo as an engineer. After Escobedo was diagnosed with Hepatitis C, his condition slowly deteriorated and he was given six months to a year to live.

"I had just mentioned it at work," Escobedo said. "Bill came around the corner one day, and said, 'Hey if you think about it, I'm willing to go through the testing for you,' and it was just like a shock."

In a surgery early in June, doctors at Tufts New England Medical Center took out 60 percent of Boivin's liver and gave it to Escobedo -- possible because the liver is the only organ in the body that actually grows back.

While Escobedo continues to get stronger, Boivin is already feeling well. Despite all he's been through, he does not consider himself a hero.

"The world is a strange and scary place nowadays, and you just have to look around and be nice to each other. This is my way to do it," Boivin said.

Donating a portion of the liver is major surgery with big-time risks -- about one in 100 donors die from the procedure. Boivin and Escobedo's co-workers at the FDA have been incredible through their ordeal -- donating their personal and vacation days to Escobedo, so he can afford the time off to get well.

Transplantations save lives, but only if you help. All you need to do is say yes to organ and tissue donation on your donor card and/or driver's license and *discuss your decision* with your family.

For more information on organ donation, visit www.organdonor.gov



CAMPAIGN EXECUTIVES STILL NEEDED!

Type of Appointment: Temporary *This position is a DETAIL assignment only, to last the duration of the annual Combined Federal Campaign. Salary will be paid by your agency. Assignment begins in **August 2002** and lasts through December 2002 (may be extended to accommodate Campaign close out.) Full time preferred.

Primary Duty Station: Volpe National Transportation Systems Center, 55 Broadway, Cambridge, MA. Some local travel to visit Campaign accounts may be necessary. **Area of Consideration:** Greater Boston commuting area; government-wide

Function: The *primary function* of the CFC Executive is to support military, civilian, and postal employees in raising funds and visibility for the CFC and approved charities.

The CFC Executive functions as a member of a team, working directly with campaign management, other CFC executives, support volunteers, and Federal employees to manage and monitor assigned accounts. This individual reports directly to the Campaign Vice Chair.

Skills Based Requirements:

- ◆ Possess working knowledge of the Combined Federal Campaign;
- ◆ Ability to manage, including planning, organizing, directing and monitoring individual agency campaigns;
- ◆ Ability to analyze data for the purpose of evaluating poor agency performance, identify deficiencies and propose solutions;
- ◆ Ability to communicate orally and in writing at a level sufficient to work with Agency heads and others affiliated with the Campaign;

Duties Include:

- ◆ Participate in all Charitable Campaign Coalition training sessions;
- ◆ Develop an understanding of the CFC's history;
- ◆ Obtain knowledge of local unaffiliated non-profit agencies and Federations;
- ◆ Manage individual agency campaign plans;

- ◆ Provide technical support for campaign kick-off and employee group meetings;
- ◆ Work with agency heads and managers to set goals for their agency;
- ◆ Prepare and conduct training sessions for agency representatives;
- ◆ Enhance confidence in ability to accomplish assigned tasks successfully;
- ◆ Strive to continually publicize the campaign through all avenues available;

Benefits / Skills Derived

- ◆ Knowledge of the participating charities and their services;
- ◆ Financial Management;
- ◆ Time Management techniques;
- ◆ Public speaking;
- ◆ Skills in organizing and conducting campaign activities;
- ◆ Presentation and marketing;
- ◆ Team building
- ◆ Project Management;
- ◆ Analytical skills to develop innovative solutions;
- ◆ Implementation skills to increase employee participation;

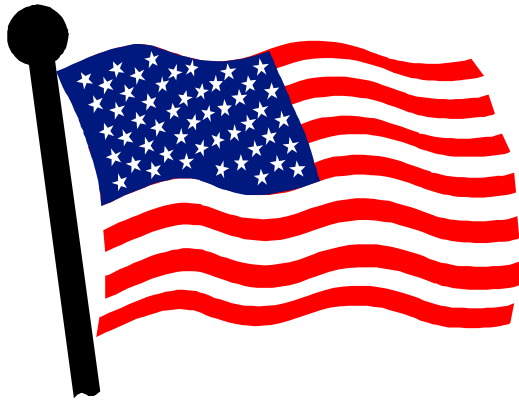
Physical Demands: Some heavy lifting (up to 40lbs.) required for transport of campaign materials. This assignment requires a great amount of local travel. Individual with a valid driver's license and access to a vehicle is preferred.

General Information: Appointment subject to your agency heads approval.

For more information, contact David Daley, CFC 2002 Vice Chair at 617/494-2262 or the Greater Boston Federal Executive Board at 617/565-6769.

SAVE THE DATES
September 18, 2002
CFC 5K Road Race
October 18, 2002
Fore the Community Golf Tournament"

Both events benefit the Massachusetts Bay CFC. Visit www.massbaycfc.org for details.



CELEBRATE Fourth of July

John Adams, a lawyer, the first Vice President and the Second President of the United States, was one of the members of the Second Continental Congress who signed the Declaration of Independence. He wrote to his wife, *"I believe that it will be celebrated by succeeding generations as the great anniversary festival... it ought to be celebrated by pomp and parade, with shows, games, sports, guns, bells, bonfires and illuminations from one end of this continent to the other..."*

Guidelines for Displaying the Flag

1. The flag of the United States should be flown daily from sunrise to sunset in good weather from public buildings, schools, permanent staffs, and in or near polling places on election days. The flag may be displayed 24 hours a day on patriotic holidays or if properly illuminated.
2. The flag should not be displayed on days when the weather is bad, except when an all-weather flag is used.
3. The flag should always be flown on national and state holidays and on those occasions proclaimed by the President. On Memorial Day, the flag should be half staffed until noon.
4. The flag should be hoisted briskly and lowered ceremoniously. It should never be dipped to any person nor should it ever be displayed with the union down, except as a signal of dire distress.
5. The flag should never touch anything beneath it, nor should it ever be carried flat or horizontally.
6. It should never be used as wearing apparel, bedding, drapery, or decoration, nor for carrying or holding anything.
7. The flag should never be fastened, displayed, used, or stored in such a manner as to be easily torn, soiled, or damaged. It should never be used as a covering for a ceiling.
8. The flag should not be draped over the hood, top, sides, or back of a vehicle. When a flag is displayed on a car, the flag's staff should be fixed firmly to the chassis or clamped to the right fender.
9. The flag or its staff should never be used for advertising purposes in any manner whatsoever. Nor should any picture, drawing, insignia or other decoration be placed on or attached to the flag, its staff, or halyard.
10. The flag should not be embroidered on cushions, handkerchiefs, or other personal items nor printed on anything designed for temporary use and discarded. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, or members of other patriotic organizations.
11. When the flag is so worn or soiled that it is no longer suitable for display, it should be destroyed in a dignified manner, preferably by burning.